

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Meet with Exam Revision Committee Chair to Identify Exam Items that need revision.	
SOP#: 6.1.6-3g	
Timeline: After the Exam: September	Revision #0
Party Responsible: Exam Chair	

Scope

After grading the exam is complete, the Exam Chair will schedule a meeting with the Exam Committee and the Exam Revision Committee Chair. The purpose of the meeting is to communicate to the Exam Revision Committee items that the Exam Committee found problematic and make recommendations for revision.

Procedure

1. Exam Chair arranges for a meeting with Exam Committee members, the Exam Revision Committee Chair, and the Executive Director.
2. Exam Committee members will identify problematic exam items and make recommendations for improvement.

Associated SOPs

SOP 6.1.6-3f Complete and share reports and statistics on exam.

Associated Forms

NA

References

NA

Revisions

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 Approved by Reviewer 1: XXX
 Approved by Reviewer 2: XXX
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